

# CITY OF RICHMOND HILL

## 2017 ADA Transition Plan

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Harold Fowler, Mayor

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## **Title VI Plan**

### **City of Richmond Hill**

#### **I. Introduction**

The Americans with Disabilities Act (ADA) of 1990 is a civil rights statute that prohibits discrimination against people who have disabilities and includes provisions which applies to public entities such as state and city governments. Specifically, Title II requires nondiscrimination on the basis of disability, in state and local government services. These "public entities", including departments, agencies, or other instrumentalities, are required to comply with the ADA.

Title II of ADA therefore requires that all programs, services and activities of public entities, including those considered "instrumentalities" of the government; assure that individuals with disabilities have access to all of their programs, services and activities. The Act applies to all facilities, including both facilities built before and after 1990. As a necessary step to a program access plan to provide accessibility under ADA, State and Local governments, public entities or agencies are required to perform self-evaluations of their current facilities and services, relative to the accessibility requirements of ADA. The agencies are then required to develop a Transition Plan to address any deficiencies. The Plan is required to be updated periodically until all accessibility barriers are removed. The Plan is intended to achieve the following:

- Identify physical obstacles that limit the accessibility of City services to individuals with disabilities
- Describe the methods to be used to make the services accessible
- Provide a schedule for making the access modifications
- Identify the public officials responsible for implementation of the Transition Plan

#### **II. Requirements**

ADA regulations require the following be included in the transition plan:

Physical Barriers-barriers that limit the accessibility of its programs, services or activities to individuals with disabilities.

- A. Methods-Provide a detailed description of the methods to be utilized to correct or improve the known barriers and make the facility accessible.

- B. Compliance Schedule-A schedule to ensure the steps are taken that will bring us in to compliance with Title II.
- C. ADA Coordinator-The individual responsible for the plan's implementation.
- D. Traffic Schedule-A schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs. Priorities should be given the following order:
  - a. State and local government offices
  - b. Transportation
  - c. Places of public accommodation
  - d. Employers
  - e. Other areas (eg, residential areas where people needing curb ramps reside)

Public Input-Provides the opportunity for the disabled community and other interested parties to participate in the development of the Transition Plan.

### **III. Purpose**

The purpose of the plan is to ensure that the citizens of the City of Richmond Hill are provided full access to the City programs, services and activities in a reasonable time. The elected officials and staff believe the ability to accommodate persons with disabilities is morally and ethically good for the quality of life residents seek to enjoy. This plan has been prepared after careful study and review of the City's programs, services and activities.

### **IV. Statement of Accessibility**

City of Richmond Hill shall make reasonable modification in policies and procedures when necessary to avoid issues of discrimination on the basis of disability, unless it can be determined that the modifications would fundamentally alter the nature of the service, program or activity.

### **V. Physical Barriers**

City of Richmond Hill has numerous facilities through which it offers programs, services and activities. Many of these facilities have been built or renovated since Title II was enacted. However, some of these facilities cannot be modified without incurring a significant financial cost.

The following is a list of facilities which were assessed in conjunction with the execution of this plan:

City Hall:

40 Richard Davis Drive, Richmond Hill, GA

Planning and Zoning:

85 Richard Davis Drive, Richmond Hill, GA

Parks:

240 Cedar Street, Richmond Hill, GA

**Police Department:**

120 Richard Davis Drive, Richmond Hill, GA

**Fire:**

722 Timber Trail, Richmond Hill, GA

9964 Ford Ave, Richmond Hill, GA

Deficiencies in the City's physical features of facilities that diminish the ability of disabled persons to benefit from the City's services and facilities will be identified. The City Planning and Zoning Department along with the Title VI coordinator will review and update this plan during the first quarter of every year and provide guidance to other departments as it relates to the completion of any corrective plan or other course of action.

All City facilities will be reviewed for "baseline" conditions, including:

- Access to parking and entry into the facilities themselves
- Access to a clear and distinct path of travel
- Access to programs and services themselves
- Access to public areas and restrooms
- Access to related amenities

The following is criteria for determining existence of impediment which include but are not limited to:

- *The nature of unique programs or services.* Some facilities and sites are the only location that a particular program or service may be provided.
- *Facilities already in compliance with ADA accessibility guideline.* Some of the City facilities were under construction after the effective date of the ADA.
- *Current state of accessibility.* The current condition of each facility in terms of barriers already moved, or planned to be removed.
- *Cost.* The cost of alternatives to physical barrier removal versus the cost of an alternative corrective action plan and public use.
- *Public use.* The population serviced by a particular program of service and whether the public can obtain service from an alternative City location.

**VI. Programmatic Barriers**

The City recognizes not all barriers to the City programs, services and activities are physical in nature. Other administrative barriers exist that must be overcome to provide complete government services to those who are disabled.

- **Communication**

The City strives to ensure that communications with individuals with disabilities are as effective as communication with others.

At all meetings a copy of the "ISPEAK" cards will be available so that we are able to quickly identify which language is being spoken and find the appropriate translator.

### **VII. Accommodation of Disabled Persons in City Sponsored Programs**

The City is committed to allowing person with disabilities to participate in City sponsored programs. The City will achieve this goal by integrating all of the steps outlined above into these programs, including providing for effective communications an ensuring meeting and events are, to the extent possible, held in ADA – accessible facilities.

### **VIII. ADA Grievance/Coordination Administration**

This grievance procedure has been developed to provide for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations, which implement Title II of the Americans with Disabilities Act or Section 504 of the Rehabilitation Act. Grievances should be filed with the City's Human Resources Department at:

City of Richmond Hill  
ATTN: ADA Coordinator  
PO Box 250  
Richmond Hill, GA 31324  
[ppendrak@richmondhill-ga.gov](mailto:ppendrak@richmondhill-ga.gov)

**912-756-2921**

The Grievance Procedure consists of the following:

1. A complaint should be filed in writing (but can be submitted in alternate format due to the needs of an individual's disability), containing the name and address of the person filing it, and briefly describing the alleged violation of the regulations or discriminatory act.
2. A complaint should be filed within 30 calendar days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination, which occurred before this grievance procedure was in place, will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, will follow the filing of a complaint and will be conducted by the City's ADA Coordinator. These rules contemplate informal but thorough investigations, affording all interested parties and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. The City's ADA Coordinator under the direct supervision of the HR Director will provide for review for the City Attorney, a written determination, as to the validity of the complaint and a description of the resolution, if any, and a copy will be forwarded to the City Manager, along with the original complaint, no later than thirty (30) days after its filing.
5. The City's ADA Coordinator will maintain the files and records of the City of Richmond Hill relating to all ADA grievances/complaints filed.

6. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency, such as the U.S. Department of Justice at (800) 514-0301. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

7. These rules will be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that the City of Richmond Hill complies with the ADA and implementing regulations.

**What happens to the complaint after it is submitted?**

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by City of Richmond Hill will be directly addressed by City of Richmond Hill. City of Richmond Hill shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, City of Richmond Hill shall make every effort to address all complaints in an expeditious and thorough manner.

A letter acknowledging receipt of complaint will be mailed within seven days. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.



**CITY OF RICHMOND HILL  
ADA GRIEVANCE FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Location of problem: \_\_\_\_\_

Date noticed: \_\_\_\_\_

Description of problem:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***\*Please attach additional pages if needed***

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 30 calendar days after the alleged violation to:

City of Richmond Hill  
ATTN: ADA Coordinator  
PO Box 250  
Richmond Hill, GA 31324  
[ppendrak@richmondhill-ga.gov](mailto:ppendrak@richmondhill-ga.gov)

**912-756-2921**



Location	ADA Issues	Recommended Actions	Estimated Costs	Date to be completed
Public Works 290 Summers Blvd.	Handicapped access entrance	Entry door threshold exceeds max height of 3/4"	\$90.00	12/17
Public Works 290 Summers Blvd.	Handicapped access entrance	No ADA parking or side walk to entry door	\$5940.00	12/17
Public Works 290 Summers Blvd..	Restrooms	Grab bars are not required size 36" and 42"	\$240.00	12/17
Public Works 290 Summers Blvd.	Restrooms	Need lever type door handles at entry door	\$90.00	12/17
Public Works 290 Summers Blvd.	Restrooms	Need lever type door handles on restroom doors	\$90.00	12/17
Public Works 290 Summers Blvd.	Restrooms	Needs sign which includes international symbol of accessibility as well as Braille	\$15.00	12/17
Public Works 290 Summers Blvd.	Water Fountain	Need hi/low water cooler	\$2100.00	12/17
Public Works 290 Summers Blvd. Shop #2	Handicapped access entrance	Entry door threshold Exceeds max height of 3/4"	\$90.00	12/17
Public Works 290 Summers Blvd. Shop #2	Handicapped access entrance	No ADA parking or side walk to entry door	\$5940.00	12/17
Public Works 290 Summers Blvd. Shop #2	Office	Need lever type door handles	\$90.00	12/17
Public Works 290 Summers Blvd. Shop #2	Restrooms	Need lever type door handles	\$90.00	12/17
Public Works 290 Summers Blvd. Shop #2	Handicapped access entrance	Need lever type door handles	\$90.00	12/17
Public Works Office 480 Edsel Drive Ste. 100	Handicapped access entrance	No ADA parking or side walk to entry door	\$5940.00	12/17
Public Works Office 480 Edsel Drive	Handicapped access entrance	Need ramp for entry door	\$19140.00	12/17
Public Works Office 480 Edsel Drive Ste. 100	Handicapped access entrance	Need lever type door handles	\$180.00	12/17
Public Works Office 480 Edsel Drive Ste. 100	Office space	Hi/Low Water Cooler	\$2940.00	12/17
Public Works 1701 Elbow Swamp	Handicapped access entrance	No ADA parking or side walk to entry door	\$5940.00	12/17
Public Works	Handicapped access	Need ramp for entry door	\$180.00	12/17

1701 Elbow Swamp	entrance			
Public Works 1701 Elbow Swamp	Handicapped access entrance	Need lever type door handles	\$90.00	12/17
Public Works 1701 Elbow Swamp	Handicapped access entrance	Door pressure needs to be adjusted to 5lbs. from 8lbs.	\$60.00	12/17
Public Works 1701 Elbow Swamp	Women's restroom	Has sink and storage in way of access – Recommendation make men's restroom unisex with proper signage	\$540.00	12/17
Public Works 115 Bass Drive	Handicapped access entrance	No ADA parking or side walk to entry door	\$5940.00	12/17
Public Works 115 Bass Drive	Handicapped access entrance	Need ramp for entry door	\$180.00	12/17
Public Works 115 Bass Drive	Handicapped access entrance	Need lever type door handles	\$90.00	12/17
Public Works 115 Bass Drive	Handicapped access entrance	Door pressure needs to be adjusted to 5lbs. from 8lbs.	\$60.00	12/17
Public Works 115 Bass Drive	Meeting room	Need lever type door handles	\$90.00	12/17
City Hall 40 Richard Davis Drive	Handicapped access entrance	Widen entry to the rear door from 30.5" to 32"	\$75,000.00	12/18
Blueberry Park 88 Oleander Street	Handicapped access entrance	Not accessible, will need to meet accessible code when improvements are done	will need to meet accessible code when improvements are done	12/18
Boles Park 3053 Harris Trail	Handicapped access entrance	Not accessible, will need to meet accessible code when improvements are done	will need to meet accessible code when improvements are done	12/18
Richmond Heights Park 436 Greenwich Drive	Handicapped access entrance	Not accessible, will need to meet accessible code when improvements are done	will need to meet accessible code when improvements are done	12/18

				Completed Work Dates
Park 240 Cedar Street	Not accessible	Sign states assistance needed public is directed to call Park Department or Police Department for assistance		07/16
City Hall 40 Richard Davis Drive	Handicapped access entrance	Rear entrance threshold too high (1") and should be $\frac{3}{4}$ " and beveled		03/16
City Hall 40 Richard Davis Drive	Handicapped access entrance	Signage to direct public to the back of the building until renovations can be completed		11/15
City Hall 40 Richard Davis Drive	Women's restroom downstairs	Door pressure needs to be adjusted to 5lbs. from 8lbs.		10/15
City Hall 40 Richard Davis Drive	Women's restroom downstairs	Grab bars inside the stall too far from the wall at $1\frac{3}{4}$ " and 2" but need to be $1\frac{1}{2}$ " from the wall		11/15
City Hall 40 Richard Davis Drive	Men's restroom downstairs	Door pressure needs to be adjusted to 5lbs. from 8lbs.		11/15
City Hall 40 Richard Davis Drive	Men's restroom downstairs	Grab bars inside the stall too far from the wall at $2\frac{1}{2}$ " and 3" but need to be $1\frac{1}{2}$ " from the wall		11/15
City Hall 40 Richard Davis Drive	Men's restroom downstairs	Toilet too close to wall min 18" to center		11/15
City Hall 40 Richard Davis Drive	Council Room	Door are too heavy to open should be 5 lbs.		10/15
City Hall 40 Richard Davis Drive	Water Fountain downstairs	Need Hi/Low		11/15
Pavilion @ JF Gregory Park 240 Cedar Street	Parking	No ADA Parking		11/15
JF Gregory Park Playground 240 Cedar Street	Handicapped access entrance	Not accessible, will need to meet accessible code when improvements are done		11/15
Park Restrooms 240 Cedar Street	Handicapped access entrance	No ADA parking or side walk to entry door		11/15

Park Restrooms 240 Cedar Street	Restrooms	Accessible stall needs door to swing out on the stall/turn around space		10/15
Park Restrooms 240 Cedar Street	Restrooms	Hi/Low Water Cooler		10/15
Park Restrooms 240 Cedar Street	Restrooms	ADA Sinks		10/15
Park 240 Cedar Street	Handicapped access entrance	No ADA parking or side walk to entry door		09/15
City Hall 40 Richard Davis Drive	Men's restroom downstairs	Signage should be moved to the wall near the latch side of the door		08/15
City Hall 40 Richard Davis Drive	Women's restroom downstairs	Signage should include the international symbol of accessibility as well as Braille		08/15
City Hall 40 Richard Davis Drive	Men's restroom downstairs	Signage should include the international symbol of accessibility as well as Braille		08/15
City Hall 40 Richard Davis Drive	Women's restroom downstairs	Signage should be moved to the wall near the latch side of the door		08/15
Public Works 290 Summers Blvd. Shop #2	Restrooms	No deficiencies noted		7/29/14
PD Training Center@ 955 Elbow Swamp	Handicapped access entrance	No deficiencies noted		7/29/14
PD Training Center@ 955 Elbow Swamp	Handicapped access entrance	No deficiencies noted		7/29/14
City Hall 40 Richard Davis Drive	Elevator	Emergency intercom only usable with voice communication	Fixed	07/18/14
City Hall 40 Richard Davis Drive	Council Room	Metal detector not wide enough 29" but should be 32"	Will pat and wand each person instead of metal detector use	07/24/14
Wetlands 600 Cedar Street	Bathroom	Handle needs to be lever type	\$90.00	07/24/14
Public Works 1701 Elbow Swamp	Men's restroom	No deficiencies		6/26/14
Planning and	Not accessible	Sign states		6/26/14

Zoning 85 Richard Davis Drive		assistance needed public is directed to City Hall		
Amphitheater 240 Cedar Street		No deficiencies noted		6/26/14
Fire Station #1 9964 Ford Ave	Under construction	No deficiencies noted		7/2/14
Fire Station #2 722 Timber Trail		No deficiencies noted		6/26/14
Police Department 120 Richard Davis Drive		No deficiencies noted		6/26/14
City Center 520 Cedar Street		No deficiencies noted		6/26/14
CVB 2591 US 17		No deficiencies noted		6/26/14

